



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 5340.3
EFFECTIVE DATE: _____
EXPIRATION DATE: _____

APPROVED BY Signature: _____
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TITLE: Director

Responsible Office: 300/Office of Systems Safety and Mission Assurance

Title: PREPARATION AND HANDLING OF ALERTS AND SAFE ALERTS

Preface

P1. PURPOSE

This procedure establishes a process for preparing and handling aerospace industry-wide Alerts that may affect the suitability of electronic parts and materials for use in GSFC products and Safety Advisories that may affect personnel or system safety.

P2. APPLICABILITY

This procedure applies to the development of all GSFC products and processes covered by the scope of the GSFC Quality Management System (see GPD 1270.3).

P3. AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

P4. REFERENCES

- a. GPG 1270.4, Quality System
- b. GPG 1710.1, Corrective and Preventive Action
- c. GPG 5340.2, Control of Nonconforming Product
- d. GPG 8700.2, Design Development

P5. CANCELLATION

None

Procedure

1. DEFINITIONS

- a. GIDEP (Government/Industry Data Exchange Program) - A cooperative program that collects and distributes Alerts and Safe Alerts to participating organizations throughout the aerospace industry. The GIDEP program promotes awareness of quality, reliability, or safety problems discovered by users in the

community. The GIDEP program also identifies field problems involving nonconforming materials, mechanism failures, and mechanical fastener problems.

b. Alert – A formal description of a problem found in items such as electrical, electronic, and electromechanical (EEE) parts, materials, or equipment that is determined likely to be found in other lots of the same or similar items. An Alert is prepared by the organization who discovers the problem and submitted to GIDEP for distribution. An Alert describes a performance or reliability issues or safety hazards.

c. Safe Alert – A formal description of a personnel or equipment safety problem found in materials or equipment that is determined likely to be found in other lots of the same or similar items. A Safe Alert is prepared by the organization who discovers the problem and submitted to GIDEP for distribution.

d. Parts Identification List (PIL) -- The EEE parts used in a product, including such information as part number, manufacturer, date code, quantity used, location used, etc.

2. IMPLEMENTATION

2.1 The Office of Systems Safety and Mission Assurance shall appoint a GIDEP Coordinator to serve as the Center's focal point for the preparation and distribution of GIDEP Alerts and as the Center's point of contact with GIDEP.

2.2 The GIDEP Coordinator shall assist in the preparation of GIDEP Alerts and Safe Alerts and submit them to GIDEP. The GIDEP Coordinator shall maintain a process for collecting Alerts and Safe Alerts from GIDEP and distributing the information to participating projects. Additionally, Safe Alerts shall be distributed to Code 205 (Safety, Environmental, and Security Office) and Code 803 (Safety Office).

2.3 Codes 205 and 803 shall evaluate Safe Alert information and distribute it as appropriate. They shall participate in the preparation of Safe Alerts as requested by the GIDEP Coordinator or Product Manager.

2.4 As part of project management (see GPG 1270.4), the Product Manager shall plan an appropriate level of participation in the Alert process. The Product Manager shall consider such activities as development and update of PIL's in the Alert system, technical support for preparing an Alert as part of nonconformance disposition, and the disposition of Safe Alerts and other matches between the PIL's and the Alert database.

2.5 Product Design Leads shall make use of the Alert system in the selection of EEE parts, materials and equipment.

3. RECORDS

GIDEP Database

Review and Disposition of Alerts and Safe Alerts Flowchart

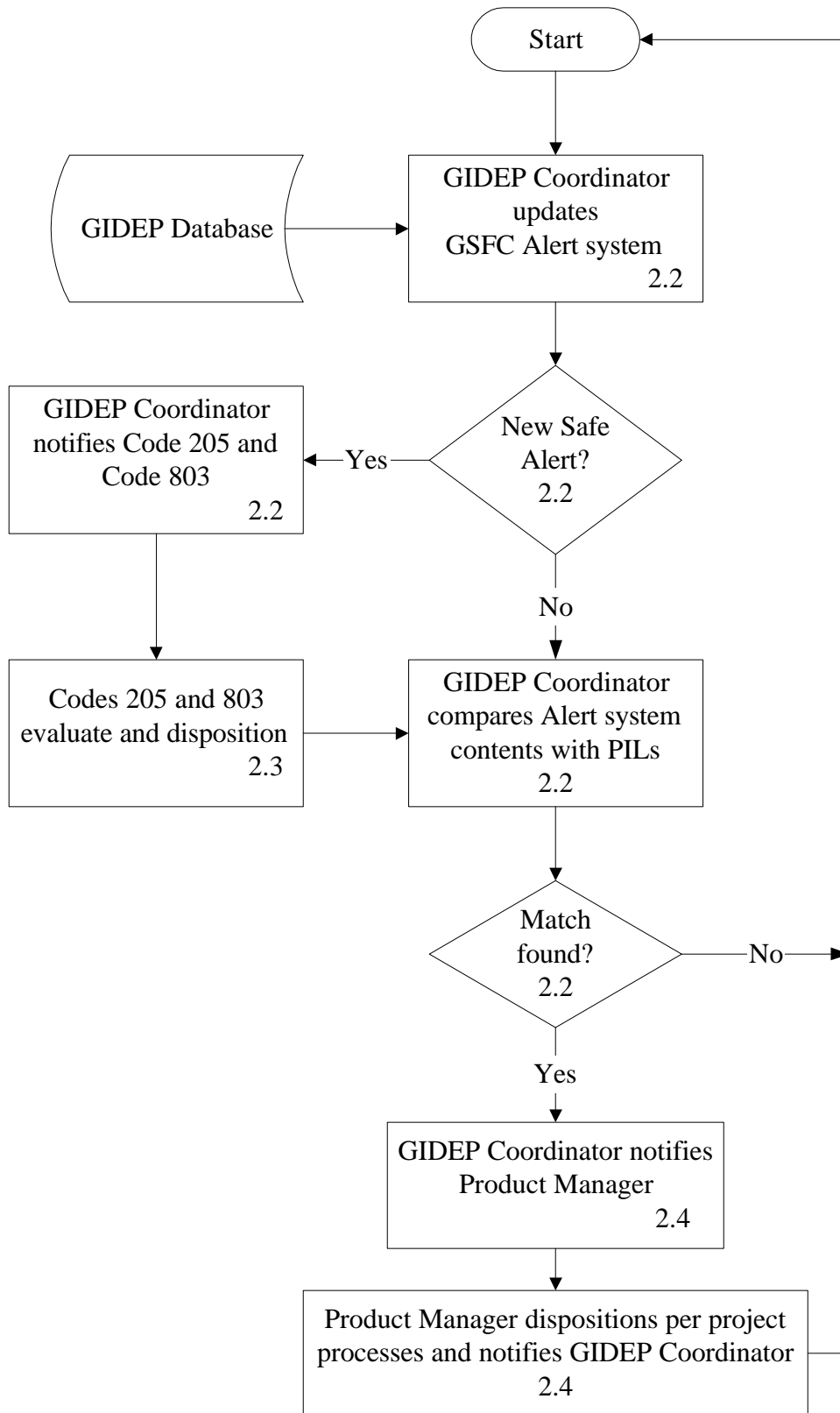


Figure 1

Preparation and Submission of Alerts and Safe Alerts Flowchart

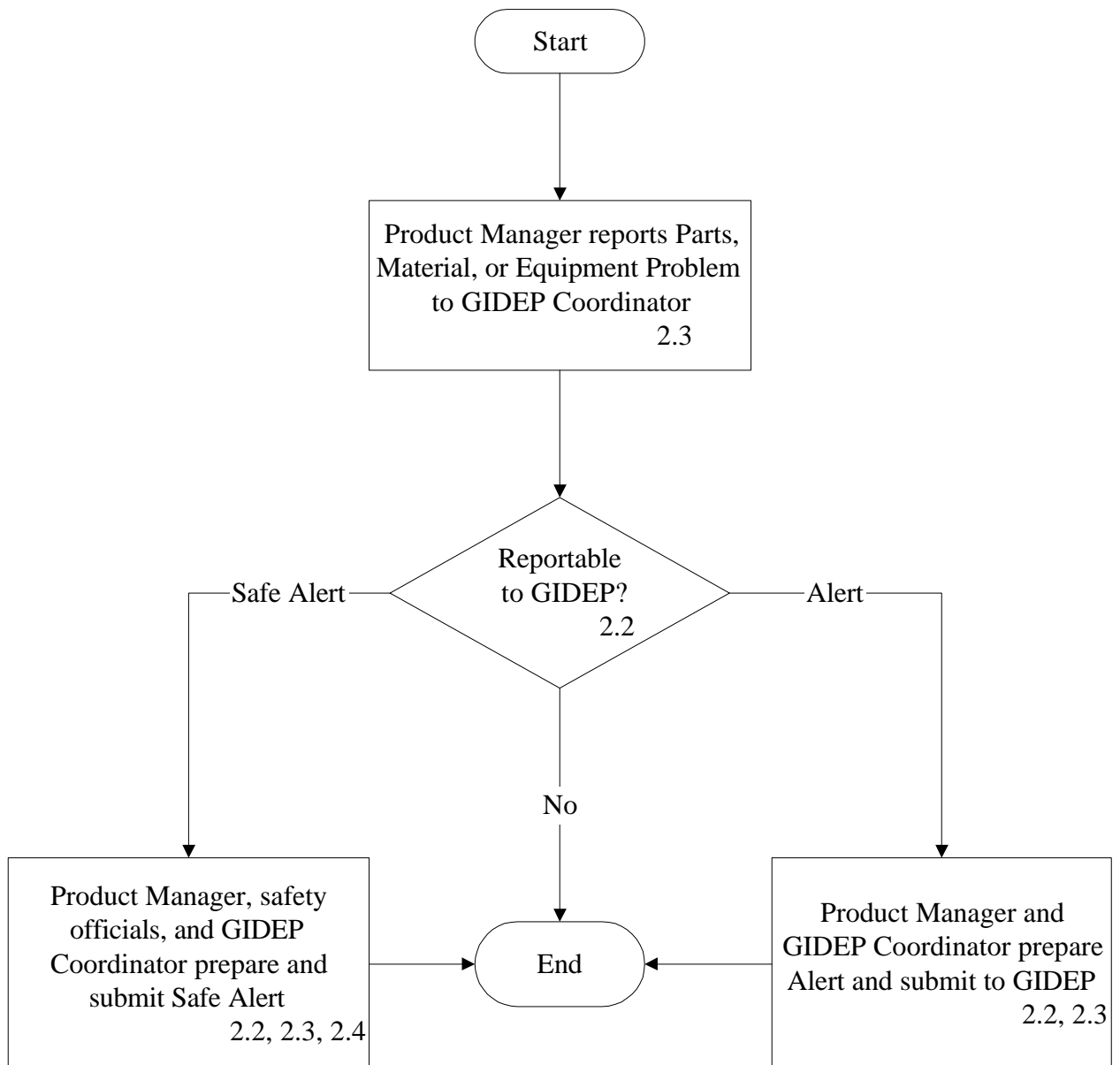


Figure 2